

MEETING MINUTES
BOARD OF TRUSTEES - WINFIELD TOWNSHIP
HELD April 11, 2016
7:00 P.M.

The regular meeting of the Board of Trustees of Winfield Township, DuPage County, Illinois was held in the Township Office in West Chicago, April 11, 2016.

Supervisor Smith called the meeting to order at 7:00 p.m. The clerk called the roll and the following members of the Board were physically present, Trustees: Don Voelz, Mary Ann Manna, Dave Tornga, Jerry Ruzicka and Supervisor Dona Smith.

Also present were Assessor Mark Malay, Highway Commissioner John Dusza and Clerk Clifford Brown. Present in the audience were Mary Gould, Beverly Day and John Day.

Supervisor Smith led the Pledge of Allegiance to the Flag.

The minutes of the March 14, 2016 meeting of the Board of Trustees had been distributed to the Board. A motion was made by Trustee Voelz seconded by Trustee Tornga to approve the minutes. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

AUDIENCE PARTICIPATION

None.

CORRESPONDENCE RECEIVED

Supervisor Smith passed around a picture just received from State Senator Mike Connelly taken at the recent Topics Day in Springfield. Pictured were Supervisor Smith, Highway Commissioner Dusza and State Senator Mike Connelly.

BOARD AUDIT REPORT

Note: there were two Board Audit Reports this month due to a change in accounting software that occurred on April 1st, the beginning of the Township fiscal year.

Copies of the final listing of bills for the period 03/15/16 to 03/31/16 had been distributed to the Board. A motion was made by Trustee Voelz seconded by Trustee Tornga to approve payment of the bills on the report that included:

Town Fund	\$ 91,962.14
General Assistance Fund	12,622.00
General Road Fund	12,067.27
Permanent Road Fund	35,248.58

Equipment & Building Fund	0.00
IMRF Road District Fund	2,922.44
Social Security Road Fund	2,416.22
Liability Insurance Road Fund	<u>0.00</u>
Total All Funds	\$157,238.65

By roll call vote: Trustee Voelz “aye”, Trustee Manna “aye”, Trustee Tornga “aye”, Trustee Ruzicka “aye” and Supervisor Smith “aye”. The motion carried unanimously.

Copies of the final listing of bills for the period 04/01/16 to 04/11/16 had been distributed to the Board. A motion was made by Trustee Voelz seconded by Trustee Ruzicka to approve payment of the bills on the report that included:

Town Fund	\$ 3,374.59
General Assistance Fund	980.85
General Road Fund	1,802.82
Permanent Road Fund	<u>48,212.67</u>
Total All Funds	\$54,370.93

By roll call vote: Trustee Voelz “aye”, Trustee Manna “aye”, Trustee Tornga “aye”, Trustee Ruzicka “aye” and Supervisor Smith “aye”. The motion carried unanimously.

ELECTED OFFICIALS MONTHLY SALARIES

A motion was made by Trustee Ruzicka seconded by Trustee Voelz that elected officials wages shall be paid the end of April 2016 for the month of April 2016. By roll call vote: Trustee Voelz “aye”, Trustee Manna “aye”, Trustee Tornga “aye”, Trustee Ruzicka “aye” and Supervisor Smith “aye”. The motion carried unanimously.

OLD BUSINESS

Annual Town Meeting Agenda

Approved at the March 2016 Board Meeting.

Renewal of contract for Sitarz Landscape and Maintenance

Approved at the March 2016 Board Meeting.

Township Perspective Magazine 75th Anniversary Ad

Approved at the March 2016 Board Meeting.

Transfer of Appropriation 16-001 (General Road Fund)

Approved at the March 2016 Board Meeting.

Transfer of Appropriation 16-002 (General Road Fund)

Approved at the March 2016 Board Meeting.

NEW BUSINESS

Monthly Financial and Investment Reports

Information only, no action required.

Supervisor's Annual Statement

Copies of the Supervisor's Annual Statement for the fiscal year ended March 31, 2016 had been distributed to the Board. A motion was made by Trustee Tornga seconded by Trustee Manna to accept the statement. By voice vote, the motion carried.

Treasurer's Annual Report

The Treasurer's Report for the fiscal year ended March 31, 2016 had been distributed to the Board. A motion was made by Trustee Tornga seconded by Trustee Voelz to accept the report. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

2016/2017 DuPage County Township CERT Partnership

Copies of the "Intergovernmental Agreement between Milton Township and Winfield Township and Winfield Township Road District" along with an invoice for CERT training had been distributed to the Board. Supervisor Smith discussed the renewal Agreement with the Board and answered questions. A motion was made by Trustee Tornga seconded by Trustee Manna to approve the renewal of the Intergovernmental Agreement. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

John B. Reynolds Cemetery Management, Inc. Contract

Supervisor Smith had distributed the renewal contract to the Board. She discussed the terms of the contract with the Board and answered questions. A motion was made by Trustee Voelz seconded by Trustee Manna to accept the contract. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

Highway Commissioner's Annual Report

The Highway Commissioner's Annual Report for the fiscal year ended March 31, 2016 had been distributed to the Board. A motion was made by Trustee Ruzicka seconded by Trustee Tornga to accept the report. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

Road District Personnel Policy revision - Sick Days

Highway Commissioner Dusza had distributed the relevant section from the Personnel Policy and discussed the proposed changes with the Board. A motion was made by Trustee Voelz seconded by Trustee Manna to approve the revision as presented. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye", Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

ON-GOING BUSINESS

Citizen Corps Report

Supervisor Smith had distributed a recap of the recent Haz-Mat training exercise and discussed further details with the Board.

Big Woods Cemetery Report

Supervisor Smith reported that John Reynolds will volunteer his time to help straighten and correct headstones and work with the Boy Scouts on this project. Highway Commissioner Dusza will help order needed materials for the project which is scheduled for June. A new headstone for Civil War Veteran, Frank Hodges, has been delivered. The Boy Scouts will assist with the installation.

COMMENTS FROM ELECTED OFFICIALS

Highway Department Report

Highway Commissioner Dusza's report included the following items:

- Brush Removal – first round complete, second round to begins Monday, May 2nd
- Chips – deliveries start in April
- Equipment – ordering new Ford F550 to replace a 2003 vehicle
- Forest Preserve District – several projects that impact the Road District
- Parades – Warrenville Parade will be Sunday, July 3rd, step off time is 3:00pm
- Trees – tree removal and trimming are continuing

Town Report

Supervisor Smith's report included the following items:

- Annual Town Meeting – Tuesday, April 12th, 7:00 pm at the Highway Department.
- Toirma dividend check - Received \$12,319
- Wayne and Winfield Township Veteran's Fair – March 19th. The event was well received.
- Information on a new Honor Rewards Program for local veterans was distributed.
- Topics Day – Highway Commissioner Dusza and Supervisor Smith met with State representatives in Springfield to discuss bills that relate to Township government.

There being no further business, a motion was made by Trustee Voelz seconded by Trustee Manna to adjourn. By roll call vote: Trustee Voelz "aye", Trustee Manna "aye", Trustee Tornga "aye" Trustee Ruzicka "aye" and Supervisor Smith "aye". The motion carried unanimously.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



Clifford A. Brown, Clerk

Approved by:



Dona L. Smith, Supervisor